

**Final Plat Review
Application**

Planning and Development
Village of Weston
Date: _____

Permit No.: _____

Payment: ☐ Cash ☐ Check No. _____



5500 Schofield Avenue
Weston, WI 54476
(715) 359-6114

Final Plat Review

☐ Village Plat Review

\$300.00 FEE

☐ Amended or Revised Plat Review

\$100.00 FEE

-- ALL FIELDS MUST BE FILLED OUT TO BE PROCESSED PLEASE PRINT LEGIBLY --

Applicant Information:

Business Name: _____
Contact Name: _____
Mailing _____
Address: _____
Phone Number: _____
Email Address: _____

Owner Information:

Business Name: _____
Contact Name: _____
Mailing _____
Address: _____
Phone Number: _____
Email Address: _____

Applicant is: ☐ Owner ☐ Agent ☐ Other: _____

If applicant is not the owner, a Letter of Authorization from ALL PROPERTY OWNERS must be provided.

Subdivision Designer/Technician Information:

Designer's Name: _____
Company Name: _____
Mailing _____
Address: _____
Phone Number: _____
Email Address: _____

Surveyor's Information:

Surveyor's Name: _____
Company Name: _____
Mailing _____
Address: _____
Phone Number: _____
Email Address: _____

Property Information:

Property Site _____
Address: _____
Acquisition Date: _____

PIN: _____
Parcel Size: _____
Existing Zoning: _____

Legal Description of
Property: _____

Future Land Use of Property: _____
Proposed Zoning Change: _____

Surrounding future land
use/Zoning Classification/
Existing Use: North: _____
South: _____
East: _____
West: _____

When is the property planned to be improved? Date: _____

Citation of legal right-of-ways/easements: ☐ Yes ☐ No

If yes, provide all relevant recorded documentation with this application.

Existing Covenants: ☐ Yes ☐ No

If yes, provide all relevant documentation with this application.

Proposed Name of Subdivision: _____

Number of lots proposed: _____

Number of outlots proposed: _____

Proposed use of outlots: _____

Maximum lot size: _____

Average lot size: _____

Minimum lot size: _____

Home Owner's Association: ☐ Yes ☐ No Covenants: ☐ Yes ☐ No

Proposed Sanitary Facilities:

Water: ☐ Private Well ☐ Municipal Water ☐ Private Distribution System

☐ Other: Please Specify: _____

Sewer: ☐ Municipal Sewer ☐ Septic (Conventional) ☐ Mound System ☐ Shallow Mound

☐ Holding System ☐ In-ground low pressure system

☐ Other: Please Specify: _____

All proposed parkland dedication requires separate approvals by Parks and Recreation Committee and the Village Board during the preliminary plat process. In lieu of parkland dedication, per Section 74.123(d) of the Village of Weston Municipal Code, parkland dedication fee apply to all new lots created for residential development. A bill for this fee will be sent to you if your final plat is approved. This fee must be paid in full prior to the Village releasing the signed final plat to you for recording at the Marathon County Register of Deeds.

Single Family	\$244.00 per lot
Duplex	\$446.00 per lot
Multi-Family	
1 Bedroom	\$138.00 per unit
2 Bedroom	\$204.00 per unit
3 Bedroom	\$244.00 per unit

Provide the following on separate documentation:

- ☐ One complete set of 11" x 17" plans
- ☐ One .pdf set of complete plans
- ☐ Final draft of Homeowner's association documents
- ☐ Final Draft of Covenant documents
- ☐ Citation of all legal right-of-ways and easements
- ☐ Documentation of all existing covenants on the property
- ☐ Final Proposals for dedicated, conveyed or reserved public land. Please take note that all dedication of parkland must be approved by the Parks and Recreation Committee and Village Board during the preliminary plat process.
- ☐ Consulted Department of Public Works prior to submission of Preliminary Plat

Drawing Requirements:

- ☐ Date, Scale (No more than 100 feet) and North Arrow
- ☐ Proposed Subdivision Name (Must be the same as on application and shall not duplicate the name of any plat previously recorded in Marathon County).

- ☐ All monuments erected, corners and other points established in the field in their proper places.
 - ☐ Material of which the monuments, corners or other points are made shall be noted at the representation or by legend, except lot corners need to be shown.
 - ☐ The legend for metal monuments shall indicate the kind of metal, the diameter, length and weight per linear foot of monuments.
- ☐ Exact length and bearing of the exterior boundaries of the subdivision. Dimensions shall be expressed in Feet and Decimals of a foot.
- ☐ Easements shall be shown by centerline and width.
- ☐ Blocks, if designated, shall be shown by consecutively numbered, or lettered in alphabetical order.
- ☐ Blocks in numbered additions to subdivisions bearing the same name shall be numbered or lettered consecutively through the several additions.
- ☐ All lots in each block must be consecutively numbered.
- ☐ Outlots shall be lettered in alphabetical order. If blocks are numbered or lettered, outlots shall be lettered in alphabetical order on each block.
- ☐ Exact width of all easements, streets and alleys.
- ☐ All lake or stream shore meander lines have been established by the surveyor in accordance with Section 74.117 their distance and bearings and the distance between the point of the intersection of such meander lines with lot lines and ordinary high water marks.
- ☐ Centerlines of all streets are clearly labeled
- ☐ Number of degrees and minutes in all exterior boundary and block angles. When such angles are between a curve and its tangent, the angle shown shall be that between the tangent and the main chord of the curve. When the curves of different radii, the angle shown shall be that between the main chords.
- ☐ When a street is on a circular curve, the main chords of the right-of-way lines shall be drawn as dotted lines in their proper places; and either on them, or in an adjoining table, shall be noted their bearings and lengths, the radius of the circle of which the curve is a part, the central angle subtended and the tangent bearing at either the point of the curve or point of tangency. The lot lines may be shown in the same manner or by bearings and distances. When a circular curve of 30-foot radius or less is used to round off the intersection between two straight lines, it shall be tangent to both straight lines; it shall be sufficient to show on the plat the radius of the curve and the tangent distances from the points of the curvature to the point of intersection of the straight lines.

Name, Location and Position:

- ☐ The name of the subdivision printed on the plat in prominent letters.
- ☐ The location of subdivision by government lot, recorded private claim, quarter section, section, township, range and county noted immediately under the name given to the subdivision.
- ☐ The exact location of the subdivision indicated by distance and bearings with reference to a corner or corners established in the U.S. Public Land Survey.
- ☐ A small drawing of the section or governmental subdivision of the section in which the subdivision lies, with the location of the subdivision indicated on the drawing. The drawing shall be orientated on the sheet in the same direction as the main drawing.
- ☐ Where provisions are made for access from any lake or stream, the plat shall show the area over which access is provided to the lake or stream, together with a small-scale drawing clearly indicating the location of the area over which access is provided.
- ☐ The names of adjoining streets, state highways and subdivisions shown in their proper locations by dotted lines. The width of these streets and highways shall be given as well.
- ☐ Abutting street and state highways lines of adjoining plats shown in their proper location by dotted lines. The width of these streets and highways shall be given also.

Roads and Public Spaces:

- ☐ The name of each road or street in the plat shall be printed in prominent letters.
- ☐ All lands dedicated to public use except roads and streets shall be clearly marked "DEDICATED TO THE PUBLIC"
- ☐ All roads or streets shown on the plat not dedicated to public use shall be clearly marked "PRIVATE ROAD" or "PRIVATE STREET" or "PRIVATE WAY."

Site Conditions and Topography:

- ☐ All existing buildings.
- ☐ All watercourses, drainage ditches and other existing features pertinent to proper subdivision.
- ☐ Water elevations of adjoining lakes, streams, rivers or other navigable waterways (at the date of survey) and their approximate high and low water elevations. All elevations shall be referred to the Village Datum Plane.

Required Certificates – Surveyor's Certificate:

- ☐ Certificate lettered or printed legibly with black durable ink or typed legibly with black ribbon
- ☐ By whose direction the surveyor made the survey, subdivision and plat of the land described on the plat.
- ☐ A clear and concise description of the land surveyed, divided and mapped by government lot, recorded private claim, quarter section, section, township, range and county; and by metes and bounds commencing with some corner marked and established by the U.S. Public Land Survey; or if such land is located in a recorded subdivision or recorded addition, by the number or other description of the lot, block or subdivision, which has previously tied to a corner marked and established by the U.S. Public Land Survey.
- ☐ A statement that the plat is a correct representation of all the exterior boundaries of the land surveyed and the subdivision of it.
- ☐ A statement that the surveyor has fully complied with the provisions of this chapter and Wis. Stats. Chapter 236 in Surveying, dividing and mapping the land.

Required Certificates – Owners Certificate:

- ☐ A certificate by the owner of the subdivided land shall accompany the plat and shall take, substantially, the following form: "As owner, I hereby certify that I caused the land described on this plat to be surveyed, divided, mapped and dedicated as represented on the plat. I also certify that this plat is required by WIS. Stats. Sec 236.10 or 236.12 to be submitted to the following for approval or objection: (List of governing bodies required to approve or allows to object to the plat)." This certificate shall be signed by the owner, the owner's spouse, and all persons holding an interest in the fee of record or by being in possession, and, if the land is mortgaged, by the mortgagee of record.
- ☐ In addition to the certificate required in subsection (d)(2(a) of this section, the owner may be required to furnish an abstract of title certified to date of submission for approval or, at the option of the owner, a policy of title insurance or certificate of title from an abstract company for examination in order to ascertain whether all parties in interest have signed the owner's certificate on the plat.
- ☐ There shall be a certificate of the Village Clerk/Treasurer and a Certificate of the Treasurer of the County stating that there are no unpaid taxes or unpaid special assessments on any of the lands included in the plat.

Please note decisions made by the Plan Commission are only recommendations to the Village Board. All final plats require action by the Village Board to become effective.

I hereby depose and say that all the above statements and all accompanying statements and drawings are correct and true.

Applicant Signature: _____ Date: _____

Print Name: _____